The National Organization For Public Health Nursing

CONSTITUTION AND BY-LAWS

Adopted April 29th, 1914
Revised April 26th, 1917

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CONSTITUTION

ARTICLE I.

Name

This Organization shall be known as The National Organization for Public Health Nursing.

ARTICLE II.

Object

The object of this Organization shall be to stimulate responsibility for the health of the community by the establishment and the extension of public health nursing; to facilitate efficient co-operation between nurses, physicians, boards of trustees, and other persons interested in public health measures; to develop standards and technique in public health nursing service; to establish and maintain a central bureau for information, reference and assistance in matters pertaining to such service; and to publish periodicals or issue bulletins from time to time to aid in the accomplishment of the general purpose of this Organization.

ARTICLE III.

Members

There shall be the several classes of members as set forth in the By-Laws.

ARTICLE IV.

Officers

The officers shall be a President, 1st and 2nd Vice-Presidents, Secretary and Treasurer.

ARTICLE V.

Amendments to Constitution

This Constitution shall not be amended or annulled except as hereinafter provided. Such proposed amendment or annulment shall be presented in writing by the Board of Directors or on request of at least ten voting members to the Secretary, who shall then put the proposal before the next annual meeting for its vote. A copy of the proposed amendment or annulment, with a copy of the part of the Constitution to be amended or annulled must be sent to each member at least two months previous to the meeting at which action is to be taken.

A two-thirds vote of the members present shall be necessary for amendment or annulment.

BY-LAWS

ARTICLE I.

Meetings

SECTION 1.—*The Biennial Convention* shall be held at the time and place appointed by vote of the members at the preceding convention.

SEC. 2.—*Special Meetings* may be called by the President at her discretion, and shall be called by her when so directed by resolution of the Board of Directors or when requested to do so in writing by members constituting a quorum for a meeting.

SEC. 3.—*Notice* of both regular and special meetings shall be mailed to the post-office address of each member not less than one month before such meeting. Notices of special meetings shall state the purpose thereof and no other business shall be transacted at a special meeting save that so specified. No notice need be given for adjourned meetings.

SEC. 4.—*A Quorum* shall consist of thirty voting members. A majority of such quorum shall be necessary to decide any question coming before the meeting.

SEC. 5.—*The Election of Officers and Directors* shall be held at the regular conven-

tion of members. Voting shall be by ballot. Members shall be entitled to votes as set forth in Article II, cast in person or by written proxy. A majority of votes cast shall constitute an election.

SEC. 6.—*Balloting.* On the first day of the convention, the President shall appoint inspectors of election and tellers, one of whom shall be designated by the President as chairman of inspectors and one as chairman of tellers. Additional inspectors and tellers may be appointed by the convention. The Secretary shall furnish to the chairman of the tellers, not less than two hours before the opening of the polls a complete register of the various members entitled to vote, the names and the number of delegates present and the number of votes to which each delegate present is entitled. There shall be at least one inspector and one teller in charge of the register and at least one inspector and one teller in charge of each ballot box. The teller in charge of the register shall check the name of the delegate or member voting. The teller in charge of the ballot box shall place her official mark upon the back of the ballot and the voter shall then deposit the ballot. Polls shall be open for such period of time as shall be specified by the Board of Directors. After polls have been closed for the voting of members who are present, and before the ballot boxes are opened, ballots which have been received by mail in sealed and signed envelopes before the closing of the polls shall be deposited in the ballot boxes, each

ballot being treated as far as possible in the same manner that the ballot would be treated if presented in person, that is, the name on the envelope shall be checked by the teller in charge of the register, and marked by the teller in charge of the ballot box without being read.

SEC. 7.—*The Presiding Officer* shall be the President or, in her absence or disability, the ranking VicePresident. In the absence or disability of these officers, a chairman shall be chosen by the members present and shall preside at such meeting. In the absence of the Secretary of the organization, the presiding officer shall appoint a secretary *pro tem.*

SEC. 8.—*The Order of Business* shall be:

Roll Call.
Reading and Disposal of Any Unapproved Minutes.
Communications.
Reports of Officers and Committees.
Election of Officers and Directors.
Unfinished Business.
New Business.
Adjournment.

Subject to the limitations contained in the by-laws, the convention may by resolution determine all questions regarding the conduct of its own proceedings.

ARTICLE II.

Membership

SEC. 1.—*Membership* shall be of four classes:

Class 1.—Active
- a. Individual—$1.00
- b. Corporate—$10.00

Class 2.—Associate
- a. Individual—$1.00
- b. Corporate—$5.00

Class 3.—Sustaining
- a. Subscribing—$3.00
- b. Contributing—$5.00-$25.00
- c. Sustaining—$25 or more

Class 4.—Honorary

CLASS 1.—*Active Members* shall have full privileges of membership, shall be entitled to vote, and shall be eligible to office except as otherwise specified in the by-laws.

The requirements for active membership shall be:

Graduation from a training school connected with a general hospital having a daily average of thirty patients or more and a continuous training in the hospital of not less than two years. This training shall include practical experience in caring for men, women and children, together with theoretical and practical instruction in medical, surgical, obstetrical and children's nursing.

In those states where nurse practice laws have been secured, registration shall be an additional qualification.

Candidates for active membership shall be provided with blanks by the Executive Secretary, which shall be properly filled out and returned. No person or organization shall be admitted to active membership until declared eligible by majority vote of the Committee on Eligibility.

(a) Any nurse who has been declared eligible may, upon payment of $1.00 annually, become an active individual member.

(b) Any organization engaged in public health nursing whose entire nursing staff is eligible for active membership and any voluntary association which incorporates in its by-laws the membership standards of the National Organization for Public Health Nursing, and uses similar credential forms may, upon payment of $10.00 annually, become an active corporate member. Active corporate members shall be entitled to two delegates, at least one of whom shall be eligible to active membership and, provided both delegates are eligible to active membership, to two unqualified votes. If only one duly qualified delegate is in attendance, she may cast two votes for the association she represents. A delegate who is not eligible to active membership may vote upon all matters other than technical questions pertaining to the practice of nursing, to nursing education and legislation, and for officers and directors. Its members other than delegates shall be entitled to attend meetings as guests, enter into discussion, and receive, through its secretary, literature from time to time.

Prior to June, 1920, any organization engaged in public health nursing shall be eligible provided seventy-five per cent. of its nursing staff is eligible for active membership.

CLASS 2.—*Associate Members* shall be entitled to attend meetings, to full privilege of speech and discussion, to the receipt of literature, and to vote except on technical questions pertaining to the practice of nursing, to nursing education and legislation and for officers and directors. They shall not be eligible to office.

(a) Nurses not eligible to active membership may, upon payment of $1.00 annually, become associate individual members.

(b) Any organization not eligible to active corporate membership may, upon payment of $5.00 annually, become an associate corporate member. It shall be entitled to one delegate who shall rank as an associate individual member. Its members, other than delegates, shall be entitled to attend meetings as guests, enter into discussions, and receive, through its secretary, literature from time to time.

CLASS 3.—*Sustaining Members* shall be all individuals other than nurses who annually contribute $3.00 or more. They shall be entitled to attend meetings, to full privilege of speech and discussion, and to the receipt of literature, and shall have a vote except on technical questions pertaining to the practice of nursing, to nursing education and legislation and for officers and directors. They shall not be eligible to office other than that of Treasurer.

CLASS 4.—*Honorary Membership* may, upon recommendation of the Board of Directors, be conferred by unanimous vote at any convention of the members upon those who have rendered distinguished service or valuable assistance to the nursing profession or to public health work.

Honorary membership shall not be conferred on more than two persons at one annual meeting.

SEC. 2.—*Dues* are payable annually upon notice of the Commitee on Membership.

Any member who shall fail to pay the annual dues shall receive special notice from the Committee on Membership. If the dues have not been paid within a year from the time they become due, all privileges of membership shall be forfeited unless such dues shall have been remitted for good and sufficient reasons by the Board of Directors.

Money given in sums of less than $3.00 by any except nurse members shall be called donations.

SEC. 3.—*Withdrawal.* Any member may withdraw from the Organization by sending written notice of such intention to the Committee on Membership, provided all dues shall have been paid to date. Restoration to membership shall be possible by making the usual application and paying the current dues. Where membership has been forfeited for non-payment of dues, all arrears shall be paid before membership shall be restored.

Membership shall include receipt of the Bulletin of the Organization.

ARTICLE III
Board of Directors

SEC. 1.—The Organization shall elect fourteen active members to serve as directors who, together with the President, Vice-Presidents, Secretary and Treasurer, and the Presidents of the American Nurses' Association and the National League of Nursing Education, as members *ex-officio*, shall constitute the Board of Directors.

At each biennial meeting of the Organization, seven directors shall be elected who shall serve for a term of four years; except in 1918 and 1920, when the Organization shall by special vote provide for reducing the number of directors from fifteen to fourteen and for extending the term of office from three years to four.

SEC. 2.—*Regular Meetings* of the Board of Directors shall be held immediately before and after each biennial convention. At least one meeting shall be held during the alternate year, at the office of the Organization, unless elsewhere authorized by a two-thirds vote of the Board of Directors.

SEC. 3.—*Special Meetings* of the Board of Directors may be called at any time by the President and shall be called by her upon written request of five members of the Board, or may be held at any time or place without notice and for the transaction of any business by unanimous written consent of all members or by the presence of all the members at such meeting.

SEC. 4.—*Notices* of both regular and special meetings shall be sent by the Sec-

retary to each member of the Board not less than ten days before any such meeting. Notices of special meetings shall state the purpose thereof, and no other business shall be transacted at a special meeting save that so specified unless by unanimous consent of all its members. No notice need be given of adjourned meetings.

SEC. 5.—*A Quorum* shall consist of five members. A majority of such quorum shall be necessary to decide any question that may come before the meeting.

SEC. 6.—*Voting.* Each member of the Board present in person at any meeting shall have one vote.

SEC. 7.—*Duties of Board of Directors.* It shall transact the general business of the organization in the interim between biennial meetings. In the event of a vacancy in any office, the Board shall appoint a member to serve until a successor shall have been elected.

SEC. 8.—*An Executive Committee* of five members shall be elected biennially by the Board of Directors from among its own number. To this committee the Board of Directors shall delegate power to manage all affairs of the Organization for the interim between board meetings.

SEC. 9.—*An Executive Secretary* may be appointed by the Board of Directors to execute its instructions. She shall attend the meetings of the Board of Directors, the Advisory Council, and the various committees, and may be appointed Secretary of those bodies which need such service.

ARTICLE IV

Officers

SEC. 1.—*The Officers* of the Organization shall be a President, 1st and 2nd Vice-Presidents and Secretary, who shall be active members, and a Treasurer. An Honorary President may be elected by the organization at the biennial convention. All officers shall be elected for two years, except in 1918, when the terms of the 1st Vice-President and the Secretary shall be extended for one year. They shall hold office until the adjournment of the regular convention at which their successors are elected.

Officers are eligible to one immediate re-election.

Any officer may be removed and a successor elected at any regular or special meeting of the Organization by a two-thirds vote of the members present.

SEC. 2.—*The President* shall preside at meetings of members, of directors, and of the Advisory Council. She shall have general supervision of the affairs of the organization; shall sign or countersign all certificates, contracts and other instruments of the organization as authorized by the Board of Directors; shall make reports to the directors and members, and perform all such other duties as are incident to her office or are properly required of her by the Board of Directors.

SEC. 3.—*The Vice-Presidents,* in order of seniority, shall, in the absence or disability of the President, exercise all her functions.

SEC. 4.—*The Secretary* shall issue notices for all meetings of members and directors; shall keep their minutes; shall have charge of the seal and corporate books; shall sign with the President all instruments requiring such signature and shall make such reports and perform such other duties as are incident to her office or are properly required of her by the Board of Directors.

SEC. 5.—*The Treasurer* shall have the custody of all moneys and securities of the Organization and shall keep regular books of account and balance the same each month, rendering a monthly statement to the President, the Chairman of the Committees on Membership and Finance, and the Executive Secretary. He shall sign or countersign such instruments as require his signature; pay only such bills as have been approved by the President and Secretary or accredited representative; shall perform all duties incident to his office or that are properly required of him by the Board, and shall give bond for the faithful performance of his duties in such sum and with such sureties as may be required by the Board of Directors. He shall submit a financial report at the close of each fiscal year.

The Fiscal Year shall correspond with the calendar year.

SEC. 6.—*All Retiring Officers* shall, forthwith, turn over to their successors or to the Board of Directors all organization property in their possession.

SEC. 7.—*Necessary Expenses* incurred by officers or committees in the service of the

organization may be refunded from the general treasury by order of the Board of Directors if previously approved by them.

ARTICLE V

Councils and Committees

SEC. 1.—*An Advisory Council* shall be appointed consisting of not less than seven nor more than fifteen members.

The term of office shall be four years, and members shall be eligible to reappointment.

SEC. 2.—*A Council of State Representatives* may be appointed composed of a representative public health nurse and lay woman in each state. This Council shall advise and assist in the development of public health nursing within the several states.

SEC. 3.—*A Committee on Eligibility* shall be appointed consisting of five active members. It shall pass upon all applications for active membership. It shall entertain formal complaints regarding a member, provided they are presented in writing and duly signed by not less than seven members. If a member, after due notice and opportunity to be heard, shall be declared unfit for membership by the Committee on Eligibility, she shall be dismissed from the organization. Such a member, however, shall have a right of appeal to the Board of Directors.

SEC. 4.—*Committee on Membership.* A chairman shall be appointed who shall have power to create his or her own committee, except that nurses in active service shall not be eligible. This Committee shall

draft and execute a program of membership extension.

SEC. 5.—*A Committee on Finance* consisting of five members shall be appointed, to which nurses in active service shall not be eligible. This committee shall draft the financial policy, shall have general oversight of the finances, and make all investments, but it shall have no authority nor responsibility for expenditure of funds. It shall provide for an annual audit by a certified accountant.

SEC. 6.—*A Committee on Nominations* consisting of three members shall be appointed. This Committee shall present a ticket to be voted upon at the annual convention consisting of two nominees, who shall have expressed a willingness to serve if elected, for each office to be filled. This ticket shall be mailed to each member at least one month previous to the convention. Additional nominations may be made from the floor.

SEC. 7.—*A Committee on the Quarterly* shall be appointed, of not less than five members, one of whom shall be the Editor of the Public Health Nurse Quarterly. It shall edit and publish the official magazine of the organization which shall also be offered for general subscription.

SEC. 8.—*Other Standing Committees* may be authorized by the Board of Directors as deemed necessary from time to time.

SEC. 9.—*Sections* representing the different branches of nursing may be created by the Board of Directors as the need may arise.

Each section may elect a Standing Committee to direct its activities except the chairman, who shall be appointed by the President.

Each section may make by-laws for its government provided they shall in no way conflict with the by-laws of the National Organization for Public Health Nursing.

SEC. 10.—*The Program Committee*, of which the Executive Secretary shall be Chairman, shall consist of the chairman of the Standing Committees and of the Sections.

SEC. 11.—*Appointments* of Chairmen of Committees shall be made by the President subject to ratification by the Board of Directors, except as herein otherwise provided.

SEC. 12.—*The Term of Service* of all Sections and Standing Committees, when not otherwise specified, shall be two years.

SEC. 13.—*All Sections and Committees* shall submit an annual report to the Board of Directors. Their actions shall be subject to the approval of the Board of Directors.

ARTICLE VI
Parliamentary Procedure

Deliberations of all meetings of this organization shall be governed by "Parliamentary Usage for Women's Clubs," by Mrs. Emma A. Fox.

ARTICLE VII
Amendments

The by-laws may be amended or annulled by a two-thirds vote of the men

bers present at any regular or special meeting of the organization, provided notice of the proposed amendment or annullment shall have been sent to each member at least four weeks before such meeting.

RESOLUTION FOR THE INSTRUCTION OF THE BOARD OF DIRECTORS

The Board of Directors shall, as far as practicable, arrange with the directors of the American Nurses' Association and the National League of Nursing Education for joint biennial conventions and joint meetings of the three directorates at time and place of the biennial conventions and for other necessary meetings. At these joint sessions the President and the Secretary of the American Nurses' Association shall hold their respective offices in the sessions of the joint meetings. The Directors of the National Organization for Public Health Nursing, in conjunction with those of the other two bodies, shall make nominations to this joint council for the appointment of an international delegate. A majority of votes cast in person or by mail shall be accepted by the National Organization as constituting an election.